

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

22 June 1950

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SUBJECT: Operating Procedure for "L" and "Q" Buildings Office
Supply Stock Rooms.

1. Responsibility

a. The Services Division is responsible for the maintenance of adequate stocks of commonly used expendable office supplies in Room 2031 "L" Building, and Room 1152 "Q" Building. The hours of operation will be from 0900 hours to 1200 hours and 1300 hours to 1600 hours each regular workday. The necessary personnel for operation of the stock rooms will be furnished by the Services Division.

b. Administrative Officers of offices serviced by the supply rooms are responsible for assuring that only the minimum quantity of commonly used items is maintained within their areas for office use, as the supplies are available on a daily basis. Space in safes and other filing equipment will not be used to store supplies.

2. Requisitioning

a. Pre-printed forms containing stock numbers of the items stocked for issue by the building supply rooms are available from the storekeeper. This form will be completed in single copy by the individual authorized to procure supplies and will be presented to the storekeeper as a requisition on the Services Division, in accordance with existing instructions.

FOR THE DIRECTOR OF INTELLIGENCE:

Acting Executive

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DISTRIBUTION: A

Plus: ORE -
OSI -
OCD -
OSO -
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RESTRICTED